



**New Jersey Department of the Treasury
Division of Purchase and Property**



QUICK REFERENCE GUIDE:

Submit a Quote

Sellers



Table of Contents

1. Purpose.....	3
2. Summary Instructions.....	3
2.1 Login to NJSTART.....	3
3. Detailed Instructions.....	4
3.1 Find a Bid.....	4
• Click on the Bids (#) Tab to See Your Opportunities. When the Bids (#) Tab is selected the following screen appears:	4
3.2 Acknowledge the Bid.....	5
3.3 Seeing a Bid Solicitation in <i>NJSTART</i>	6
3.3.1. Bid Solicitation Summary Page Contents Explained.....	7
3.4 The Bid Question & Answer (Bid Q&A) Process	7
3.4.1. Submitting a Question about a Bid Solicitation.....	8
3.4.2. Where to Find the Answers to Your Questions.....	10
3.5 Submit a Quote	10
3.5.1. The General Tab	10
3.5.2. The Items Tab.....	12
3.5.3. The Terms & Conditions Tab	13
3.5.4. The Attachments Tab	13
3.5.5. Attaching a File or Form to Your Quote	14
3.5.6. The Summary Tab	16
3.5.7. Submit Your Quote.....	16
3.5.8. Verify that Your Quote Has Been Submitted.....	19
3.6 Withdrawing and Resubmitting Your Quote	19
3.7 After you have Submitted Your Quote and The Bid Opening Date has Passed	20



1. Purpose

The Purpose of this Quick Reference Guide (QRG) entitled *Submit a Quote - Sellers*, is to provide Vendors {Bidders} with step-by-step instructions on how to submit a Quote in response to an advertised Bid Solicitation in **NJSTART**.

NOTE: the terms “Bid” and “Bid Solicitation” are used interchangeably throughout this QRG.

This QRG uses terminology employed by the State of New Jersey’s **NJSTART** eProcurement system. For ease of reference, the following is a table that references the **NJSTART** term and the statutory, regulatory and/or legacy term.

NJSTART Term	Equivalent Statutory, Regulatory and/or Legacy Term
Bid/Bid Solicitation	RFP/Solicitation
Bid Amendment	Addendum
Change Order	Contract Amendment
Master Blanket Purchase Order (Blanket P.O.)	Contract
Offer and Acceptance Page	Signatory Page
Quote	Proposal
Vendor	Bidder/Contractor

The following topics are specifically addressed in this QRG:

- How to acknowledge a Bid Solicitation in **NJSTART** so you can receive email notifications about the status or changes to the Bid Solicitation;
- How to submit questions about a Bid Solicitation online during the Question and Answer (Q&A) period;
- How to see and download Bid Amendments containing written answers to questions submitted by potential Vendors {Bidders} during the Q&A period and updated Bid Solicitation information;
- How to attach required files or forms to your Quote using the features of **NJSTART**;
- Submit your Quote online, along with any required files or forms, prior to the Quote opening date;

This QRG is advisory in nature and is intended to provide guidance to the bidding community. In the event that there is a discrepancy between this QRG and the Bid Solicitation, the language of the Bid Solicitation will supersede this QRG.

2. Summary Instructions

2.1 Login to NJSTART

- Vendors {Bidders} must be registered with **NJSTART** and logged in before performing any functions described in this QRG.
- QRGs for registration, login, and other topics can be found at:
<http://www.nj.gov/treasury/purchase/njstart/vendor.shtml>
- This QRG assumes that you have already found a Bid Solicitation and are considering submitting a Quote. To learn more about how to find a Bid Solicitation in **NJSTART**, see the QRG entitled: [*Sellers – Find a Bid*](#).



3. Detailed Instructions

3.1 Find a Bid

This section describes how to find a Bid Solicitation in **NJSTART**, review its details and begin creating a Quote.

- Login to **NJSTART** in the Seller Role.
 - After you login to **NJSTART**, your home page, shown below, will be displayed.
 - If you have more than one role in **NJSTART**, make sure the **Seller** role is selected by clicking on the icon circled in red below.
- The area below the “Welcome Back” message contains Tabs with document selection options. The number in parentheses on each Tab indicates how many documents of each type are waiting for you. For best results, you can see the bids by clicking on the **Bids (#)** Tab (circled in orange below).

News ID	Effective Date	Category	Title
45	01/05/2018	Notices	Version 14.5 Availability

- Click on the **Bids (#)** Tab to See Your Opportunities. When the **Bids (#)** Tab is selected the following screen appears:

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
17DPP00166	Division of Purchase and Property		Megan Tagliaferri	T0000 - Test 021418	03/14/2018 02:00:59 PM	View	Create Quote	

Bid #	Organization	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
17DPP00158	Division of Purchase and Property	Administrator System	STREET LIGHTS	10/23/2017 07:30:00 AM	Biggs Consulting Services
17DPP00152	Division of Purchase and Property	Etolia Biggs	Delivery of Wind Turbines (Re-TE...		

Current Company: Vendor Admin, Inc. | March 9, 2018 10:11:39 AM EST



- The Group Headings displayed on this page are:
 - **Request for Revision:** Not currently being used;
 - **Bids/Bid Amendments (Unacknowledged):** If you are on the bid holder list, new Bid Solicitations or Bid Amendments for review and acknowledgment will appear in this section until they are acknowledged;
 - **Open Bids:** these are available for Vendors {Bidders} to submit a Quote; and
 - **Closed Bids:** Bid Solicitation where the Quote opening date already has passed; therefore, Quotes can no longer be submitted for these bids.
- Click on a specific Bid # to Access that Bid Solicitation.

Bid Solicitations appear in the Open Bids section.

- After making your selection, you can access any Bid Solicitation by clicking its link **Bid (#)** column (circled in red below).

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
18DPP010000524	Division of Purchase and Property		Test BPUser	Nurse Consulting Services (tc2)	03/02/2018 12:00:00 PM	View	Create Quote	
18INTER00000523	Division of Purchase and Property		Etolia Biggs	Hot Air Balloon Rental (tc1)	03/02/2018 12:00:00 AM	View	Create Quote	

3.2 Acknowledge the Bid

Before a Bid Solicitation can be viewed for the first time, the following dialog box will appear. The dialog box provides important information and user options. You can choose whether to automatically receive notices about the bid. You must respond before you can view the bid.

- If you click **Yes** you will receive future notifications regarding the Bid Solicitation via email.
- If you click **No**, you will still see the Bid Solicitation, but you will not receive future notifications regarding the Bid Solicitation.
- After you click **Yes** or **No**, the Bid Solicitation Summary page will appear, as shown in the screenshot in Section 3.3 on the next page.



NJSTART

Documents

Acknowledge Receipt and View Solicitation

Bid # 18IT00000533
Bid Description T1234 Services Test 030918

Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. Please be advised that the term "bid" in this context is equivalent to a procurement opportunity or solicitation issued by the State to procure goods or services. The [NJSTART glossary](#) can provide additional information to assist you. If you do not want to acknowledge click No, and the bid will be displayed. Do you want to continue?

Yes No

NOTE: This would be an excellent time to verify that your Vendor Profile is up-to-date, that your Business Registration Certificate with the New Jersey Division of Revenue and Enterprise Services is current and active, and that your contact information is up-to-date.

3.3 Seeing a Bid Solicitation in NJSTART

- Below is an example of the Bid Solicitation Summary page.
- Bid Solicitation attachments appear under the heading "File Attachments" as [blue text links](#) (circled in red below). You can click on these links to download, open and save Bid Solicitation attachments.
- Item Information appears at the bottom of the Bid Solicitation Summary page and includes item description, NIGP commodity code, quantity, unit cost UOM (unit of measure), and any other criteria entered by the purchaser regarding the procurement.

NJSTART

Documents

Bid Solicitation: 18DPP0100000542

Header Information

Bid Number: 18DPP0100000542	Description: Austin Remote QA Orion Regression	Bid Opening Date: 03/30/2018 12:00:00 AM
Purchaser: Administrator System	Organization: Division of Purchase and Property	
Department: DPP - Division of Purchase and Property 822050	Location: DPP01 - Purchasing	
Fiscal Year: 18	Type Code:	Allow Electronic Quote: Yes
Alternate ID: 18-0019923	Required Date:	Available Date: 03/01/2018 12:00:00 AM
Info Contact: Contact Administrator System at (512)555-1212	Bid Type: OPEN	Informal Bid Flag: No
Purchase Method: Open Market		

Pre Bid Conference:

Bulletin Desc:

Ship-to Address: Contact: 33 WEST STATE STREET TRENTON, NJ 08628 US Email: test@percipenholdings.com Phone: (123)456-7890	Bill-to Address: Contact: 33 WEST STATE STREET TRENTON, NJ 08628 US Email: test@percipenholdings.com Phone: (123)456-7890	Print Format: Bid Print Form
--	--	-------------------------------------

File Attachments: 404 Error.PNG

Form Attachments: 18DPP0100000542
AUSTESTFORM

T/G/M #:

NJ Cooperative: No

Green Bid Solicitation: No

Emergency: No

Small Business Category: None

Bid Bond Required: No

Performance Bond Required: No

Retainage: Refer to Bid Solicitation (RFP).

Item Information

Item # 1: (910 - 13) Mechanic - Regular Rate (Northern Region)

NIGP Code: 910-13
Elevator Installation, Maintenance, Repair and Inspection Services

Qty	Unit Cost	HB - Hour	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
40.0							

Manufacturer:

Brand:

Model:

Packaging:

Current Company: Jane Doe Consulting | March 18, 2018 10:04:58 AM EST



3.3.1. Bid Solicitation Summary Page Contents Explained

Information displayed on the Bid Solicitation Summary Page includes:

- **Bid Number:** automatically generated in NJSTART;
- **Description:** a short description of the goods or services the State intends to purchase;
- **Bid Opening Date:** date formal bids will be opened for evaluation and closed to further quote submissions;
- **Purchaser:** creator of the bid;
- **Organization, Department, Location:** agency information;
- **Fiscal Year:** the year in which the procurement occurs;
- **Type Code:** assigned by the Purchaser, if applicable;
- **Allow Electronic Quote:** will indicate “Yes;”
- **Alternate ID:** reserved for State use;
- **Required Date:** Agency’s requested delivery date, if applicable;
- **Available Date:** date bid was publically posted;
- **Bid Type:**
 - **Open:** any vendor can respond;
 - **Closed:** only selected Vendors {Bidders} can respond;
- **Informal Bid Flag:**
 - **Yes:** an informal bid – Purchasers can see quotes before Bid Opening date;
 - **No:** a formal bid – Purchasers must wait until Bid Opening date to review quotes;
- **Purchase Method:**
 - **Open Market:** one time purchase;
 - **Blanket:** term contract;
- **Pre-bid Conference Details:** included in Bid Solicitation, if applicable;
- **Bulletin Description:** additional Bid Solicitation information, if applicable;
- **Ship-to and Bill-to Addresses:** refers to DPP or the purchasing agency;
- **File Attachments:** attachments to the Bid Solicitation (be sure to read all attachments and read, complete or submit files with your quote, as instructed);
- **Form Attachments:** Bid Solicitation-related forms to be completed by the vendor, if applicable;
- **T Number:** part of the Bid Solicitation name assigned by the purchaser;
- **NJ Cooperative Purchasing:** if applicable, requirements would be defined in the Bid Solicitation;
- **Green Solicitation:** if applicable, requirements would be defined in the Bid Solicitation;
- **Emergency Solicitation:** if applicable, requirements would be defined in the Bid Solicitation;
- **Small Business Category:** if applicable, requirements would be defined in the Bid Solicitation;
- **Bid Bond Required:** if applicable, requirements would be defined in the Bid Solicitation;
- **Performance Bond:** if applicable, requirements would be defined in the Bid Solicitation;
- **Retainage:** if applicable, requirements would be defined in the Bid Solicitation;
- **Item Information:** item description, NIGP commodity code, quantity, unit cost UOM (unit of measure), and any other criteria entered by the purchaser.

The Bid Solicitation Summary Page can be printed using your browser’s print feature or by clicking on the **Print Page** button.

3.4 The Bid Question & Answer (Bid Q&A) Process

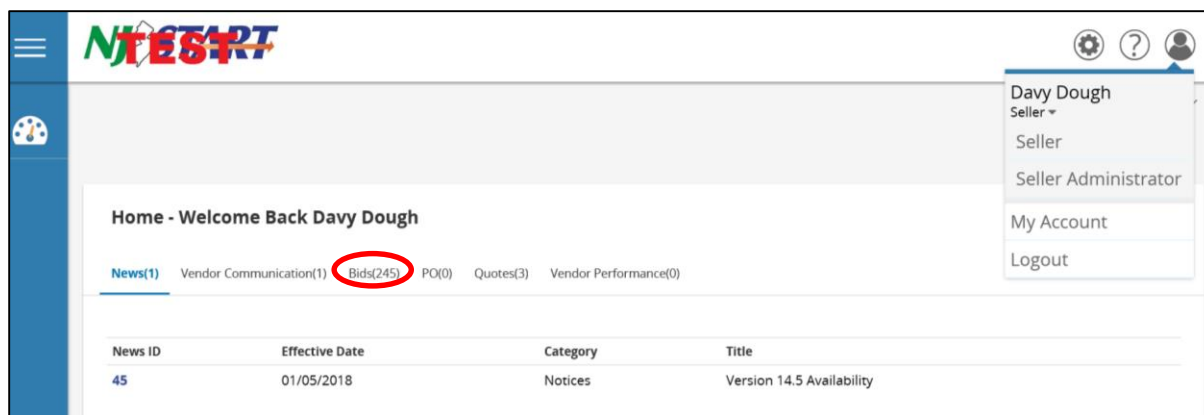
- Typically, the Bid Question & Answer Period (**Q&A**) begins immediately after a Bid Solicitation is advertised.
- The cut-off date for submitting electronic questions/inquiries is indicated on the Bid Solicitation cover sheet and on the **Summary** Tab of the Bid Solicitation in **NJSTART**.



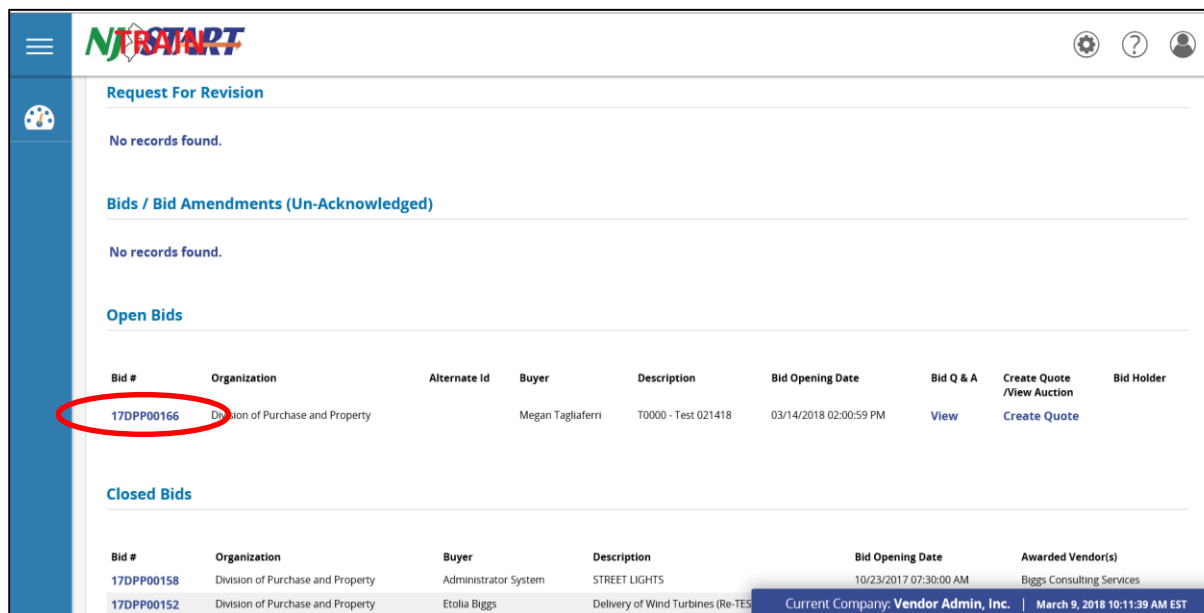
- The Bid Solicitation will contain any special instructions or restrictions concerning the Bid Solicitation Q&A.
- Vendors {Bidders} may submit questions about a Bid Solicitation only during the Bid Solicitation Q&A period specified in the bid. Once the Bid Solicitation Q&A period is closed, questions will no longer be accepted. It is important that you plan accordingly.
- Questions about a Bid Solicitation may be submitted at any time while the Bid Solicitation Q&A period is still open.

3.4.1. Submitting a Question about a Bid Solicitation

- Once logged into **NJSTART**, from the Home page, click on Bids.



- The following screen will appear. From this screen you can click on the **Bid #** for the Bid Solicitation for which you wish to submit a question for.



- The Bid Solicitation Summary page will appear. If Questions are permitted during the Bid Solicitation process, the purchaser will enable the **Bid Q&A** button, which will be visible at the bottom of the Bid Solicitation Summary page.
- Click on the **Bid Q&A** button.



Retainage: Refer to Bid Solicitation (RFP).

Item Information

Item # 1: (918 - 00) The Vendor (Bidder) must enter a Unit Cost of \$1.00 for each price line item on the Items Tab. The Vendor (Bidder) must submit its pricing as an attachment using the State-supplied price sheet/schedule(s) accompanying this Bid Solicitation (RFP) and located on the Attachments Tab. Please refer to Bid Solicitation (RFP) Section 4.4.5 for more information.

NIGP Code: 918-00
CONSULTING SERVICES

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				

Manufacturer: Brand: Model:
Make: Packaging:

Print Page Create Quote **Bid Q & A** Exit

- The top of the screen may display questions and answers provided by the Procurement Bureau regarding the Bid Solicitation or information on the Q&A process.
- From this screen, in the spaces shown below, you can enter questions that you may have regarding the Bid Solicitation.
 - Enter the Question Subject in the first field on the left of the screen.
 - Enter the specific question in the Question field on the right of the screen.
- You are permitted to submit three (3) questions at a time. If you have more than three (3) questions to submit, click **Save & Continue** and you will be permitted to submit additional questions.
- When you have finished entering all of your questions click **Save & Exit**.

Blanket Bid 18IT00000533

Current Q & A for this bid:

Question #	Created Date	User Created	Question Subject	Question	Answer
1	03/09/2018	Megan Tagliaferri	PDF Documents	When trying to open a Portable Document Format (PDF) document I am receiving an error message and are unable to access the PDF document. How should I proceed?	It is recommended that users utilize Internet Explorer to view PDF documents. Certain PDF forms cannot be opened in the Chrome or Firefox built in PDF viewers that are enabled by default. If using Chrome or Firefox it is recommended that the file is downloaded instead by clicking the download button in the upper right-hand corner of the browser after an error message is received. An alternative option is to disable the built in PDF viewers in Chrome or Firefox.

Add new questions:

Question Subject

Question (max 2000 characters)

Save & Exit Save & Continue Reset Cancel & Exit



3.4.2. Where to Find the Answers to Your Questions

- Answers to your questions will not be provided using the **Q&A** Tab in NJSTART.
- All answers to questions submitted by all Vendors {Bidders} will be consolidated into a Bid Amendment to the Bid Solicitation and posted as a file attachment on the Bid Solicitation “Summary” page.
- Vendors {Bidders} that acknowledge receipt of the Bid Solicitation from the **Bids (#)** Tab in **NJSTART** will receive an email notification about Bid Amendments posted in **NJSTART** including the Bid Amendment providing answers to the questions posted by potential Vendors {Bidders}. The Bid Amendments will appear in the list under the heading **Bids/Bid Amendments (Un-Acknowledged)**. Click on the **Bid #** to see the Amendment.

3.5 Submit a Quote

3.5.1. The General Tab

- Click the **Create Quote** link to the far right of the Bid Solicitation Number for which you wish to create a Quote (shown in red below). *NOTE: You can also click on the **Create Quote** button at the bottom of the Bid Solicitation Summary page.*

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Holder
18INTER00000523	Division of Purchase and Property		Etolia Biggs	Hot Air Balloon Rental (tc1)	03/04/2018 09:16:41 PM	

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote / View Auction	Bid Holder
18IT00000533	Division of Purchase and Property		Megan Tagliaferri	T1234 Services Test 030918	03/16/2018 02:00:59 PM	View	Create Quote	

Bid #	Organization	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
18DPP0100000531	Division of Purchase and Property	Etolia Biggs	Testing - after SSO	03/07/2018 11:00:00 AM	

- The New Quote **General** Tab opens, as shown below:

New Quote

General | Items | Questions | Subcontractors | Notes | Terms & Conditions | Attachments | Summary | [Back to Bid](#)

Quote #:
Organization: Division of Purchase and Property
Status: In progress
Delivery Days: 0
Is "No Bid": ☐
Shipping Terms:
Ship Via Terms:
Promised Date: (MM/DD/YYYY)
Info Contact:
Comments:
Date Last Updated:
Bid #: 18IT00000533
Description*: T1234 Services Test 030918
Discount Percent: 0.0 %
Alternate Bid: ☐
Freight Terms:
Payment Terms:
User Last Updated:
Save & Continue
Current Company: Vendor Admin Inc. | March 9, 2018 12:34:13 PM EST

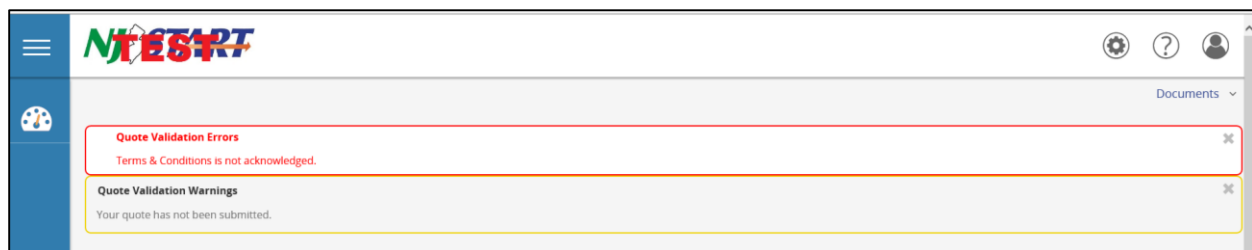


- The **General** Tab is populated with some information from the Bid Solicitation. Vendors {Bidders} may alter, select or input information in some of the fields only. Vendors {Bidders} should always refer to the specific requirements of the Bid Solicitation for directions and instructions about submitting a Quote.
- A summary of the fields shown on this page are:
 - **Description:** Do Not Alter;
 - **Delivery Days:** Vendor-specified number of days until delivery of goods and/or services from the award of the Master Blanket Purchase Order. **NOTE: Vendor should review the Bid Solicitation for any special delivery terms;**
 - **Discount Percent:** Use only to apply the same percentage discount to every item listed on the Items Tab. **NOTE: This field is not being used;**
 - **Is "No Bid":** Select if you will not be submitting a Quote for this bid. **NOTE: If the Vendor [Bidder] checks "No Bid" the Quote will NOT be submitted or appear in the Bid Tab after opening;**
 - **Alternate Bid:** Used if this is the second Quote from the Vendor, if allowed;
 - **Shipping Terms:** Always choose F.O.B, Destination;
 - **Freight Terms:** Always use Freight on Board;
 - **Ship Via Terms:** This field is not being used; Always leave blank;
 - **Payment Terms:** Prompt payment terms are established by the State and incorporated in the State-Supplied Price Sheet;
 - **Promised Date:** This field is not being used; Always leave blank;
 - **Info Contact:** This field is not being used; Always leave blank;
 - **Comments:** This field is not being used; Always leave blank.
- Update information as needed and then **Click Save & Continue.**

NOTE: The first time you save your changes, the system will generate a unique number to identify your Quote. Be sure to click Save & Continue after changing entries on the screen or your edits will not be saved.

After saving, the page refreshes and messages may be displayed.

- Red messages, **Quote Validation Errors**, must be resolved before a Quote can be submitted.
- Yellow messages, **Quote Validation Warnings**, are information messages. No action is required to resolve a warning, and you are able to continue creating the Quote.





3.5.2. The Items Tab

- Click on the **Items Tab**. Then the Tab will appear, showing information about the items (goods or services) included in the Bid Solicitation.

Quote 00000500 - Vendor Admin Inc.

General **Items** Questions Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

General Notes

Sort by Column: [Print Sequence](#) ☐ Sort Descending [Go](#)

Item #	Print Sequence	Questions Exist	Description	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
1	1.0	No	The Vendor (Bidder) must enter a Unit Cost of \$1.00 for each price line item on the Items Tab. The Vendor (Bidder) must ... View Detail	1.0	EA	0.00	0.0		0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Alternate Description:

Quote Response Total \$0.00

[Save & Continue](#)

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- The Vendor {Bidder} must enter a Unit Cost of \$1.00 for each price line item on the **Items** tab in **NJSTART**. The Vendor {Bidder} is instructed to do so only as a mechanism to comply with Bid Solicitation Section 6.8. Only numerical characters and periods (.) may be entered.
- The **No-Bid** check box is checked by default. If you do not enter a price, **No Bid** or **No Charge** must be checked.
- The **See Quote Attachments** checkbox cannot be checked.
- The Vendor {Bidder} must submit its Quote pricing as an attachment using the State-Supplied Price Sheet accompanying the Bid Solicitation. The State-Supplied Price Sheet can be found on the **Attachments** tab which will be discussed below in Section 3.5.4 of this QRG. The Vendor {Bidder} must review the Bid Solicitation for specific instructions related to submitting pricing.

Quote 00000500 - Vendor Admin Inc.

General **Items** Questions Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

General Notes

Sort by Column: [Print Sequence](#) ☐ Sort Descending [Go](#)

Item #	Print Sequence	Questions Exist	Description	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
1	1.0	No	The Vendor (Bidder) must enter a Unit Cost of \$1.00 for each price line item on the Items Tab. The Vendor (Bidder) must ... View Detail	1.0	EA	1.00	0.0		0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Alternate Description:

Quote Response Total \$0.00

[Save & Continue](#)

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- Once a Unit Cost of \$1.00 is entered for each item, click **Save & Continue**.



3.5.3. The Terms & Conditions Tab

- Once the **Items** Tab is completed, click the **Terms & Conditions** Tab; the page shown below opens:

- Read the text of **Terms & Conditions** Tab screen very carefully.
- Indicate your acceptance of the **Terms & Conditions** by clicking **Yes**, then click **Save & Continue**.
- While you have the option to select **Yes with exceptions**, any new exception or additional term(s) submitted through **NJSTART**, and/or submitted as part of the Vendor's Quote, is subject to the provisions of Bid Solicitation Section 4.1 or may result in a submitted Quote being rejected as non-responsive. Vendors {Bidders} should not reiterate an exception that was addressed during the Electronic Question and Answer period, as the State's response to such exception is already incorporated via Bid Amendment and will not be changed.
- You also have the option to select **No**, indicating that you do not accept the terms and conditions. Taking this action may result in a submitted Quote being rejected as non-responsive.

3.5.4. The Attachments Tab

- Click on the **Attachments** Tab and the screen opens as shown on the next page. This Tab allows you to upload files and forms, including your State-Supplied Price Sheet, required forms, documents and a written technical proposal, if required.
- You should carefully review the Bid Solicitation to ensure that that all files, documents, and/or forms are properly completed and attached to your Quote, as required.



The screenshot shows the 'Quote 00000500 - Vendor Admin Inc.' page with the 'Attachments' tab selected. The page includes a navigation bar with links: General, Items, Questions, Subcontractors, Notes, Terms & Conditions, Attachments (active), Summary, and Back to Bid. A note states: 'The Vendor (Bidder) should select the "Confidential" option for attachments on the Attachments Tab to request that the documents not be displayed publicly through NJSTART. Note: Marking an attachment as "Confidential" in NJSTART shall not constitute the Vendor's (Bidder's) designation of the attachment as exempt from public disclosure under OPRA and/or the common law.' Below this, there are sections for 'Files' and 'Forms'. The 'Files' section has a message 'Click Add File to add file attachments.' and 'No File Attachments'. The 'Forms' section has a message 'Click Add Form to add form attachments.' and 'No Form Attachments'. At the bottom right, there are 'Add File' and 'Add Form' buttons.

3.5.5. Attaching a File or Form to Your Quote

- Click on the **Add File** button and the following screen appears.

The screenshot shows the 'Add File' screen. It includes a 'Documents' dropdown menu in the top right. A note states: 'Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.' Another note states: 'The Vendor (Bidder) should select the "Confidential" option for attachments on the Attachments Tab to request that the documents not be displayed publicly through NJSTART. Note: Marking an attachment as "Confidential" in NJSTART shall not constitute the Vendor's (Bidder's) designation of the attachment as exempt from public disclosure under OPRA and/or the common law.' The form fields are: Name* (text input), Description* (text input), File* (text input with a 'Browse...' button), Location (text input with value 'V00000516'), and Confidential* (checkbox). At the bottom, there are buttons: Save & Exit, Save & Continue, Reset, and Cancel & Exit.

- "Name"** is the display name for the file that will appear when it is attached. It can be different from its file location name and can contain alphanumeric characters and spaces up to a maximum length of 200 characters, but cannot contain special characters (<, >, &, ', ?, #, [,], or %).
- The **"Description"** field can be used to describe the nature of the attachment or content.
- The **"Confidential"** button should be checked. However, please note that marking an attachment as "Confidential" in **NJSTART** shall not constitute the Vendor's {Bidder's} designation of the attachment as exempt from public disclosure under the Open Public Records Act (OPRA) and/or the common law as outlined in Bid Solicitation Section 1.4.4.
- In the location entitled "File*:" click the Browse button to find and select the desired file or completed form, then click Open.



- Once you have browsed for and selected a file or completed form to attach, select **Save & Continue**. The file or form will then show as an attachment.

Attachment File Detail: Offer and Acceptance Page 2.8.18-2.pdf

The Vendor (Bidder) should select the "Confidential" option for attachments on the Attachments Tab to request that the documents not be displayed publicly through NJSTART. Note: Marking an attachment as "Confidential" in NJSTART shall not constitute the Vendor's (Bidder's) designation of the attachment as exempt from public disclosure under OPRA and/or the common law.

Name: Offer and Acceptance Page 2.8.18-2.pdf

Description:

File: Offer and Acceptance Page 2.8.18-2.pdf

Location: vendor/V00000614/profile

Confidential: ☐

Size: 43,560 bytes

Uploaded: 03/18/2018 11:55:38 AM

Last Modified On Disk: 03/18/2018 11:55:38 AM

Uploaded By: Jane Doe

Save & Exit Save & Continue Reset Cancel & Exit

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- You must then select **Save & Exit** to return to the main **Attachments** tab page so that you can attach additional files or forms if necessary.

Quote 00000500 - Vendor Admin Inc.

General Items Questions Subcontractors Notes Terms & Conditions **Attachments(1)** Summary Back to Bid

The Vendor (Bidder) should select the "Confidential" option for attachments on the Attachments Tab to request that the documents not be displayed publicly through NJSTART. Note: Marking an attachment as "Confidential" in NJSTART shall not constitute the Vendor's (Bidder's) designation of the attachment as exempt from public disclosure under OPRA and/or the common law.

Files

Name	Description	Confidential	Order	Attached By	Attached Date	Delete
Vendor Admin Inc test quote (view details)	Test Bid	<input type="checkbox"/>	0	Davy Dough	03/09/2018	<input type="checkbox"/>

- The **Attachments (#)** Tab will now display all of the files and forms you have attached, as shown above. Click **Save & Continue**.

NOTES:

The Vendor {Bidder} should review the attached files and forms to make sure that they can be opened and are completed as required.

Marking an attachment as "Confidential" in *NJSTART* shall not constitute the Vendor's designation of the attachment as exempt from public disclosure under OPRA and/or the common law as outlined in Bid Solicitation Section 1.4.4.



3.5.6. The Summary Tab

- Click on the **Summary** Tab to review your Quote in response to the Bid Solicitation. Make any necessary updates by following the procedures outline above.

The screenshot shows the 'Summary' tab for a quote. At the top, there's a warning box: 'Overall Validation Warnings: Your quote has not been submitted.' Below this is the 'Header Information' section with fields for Quote #, Organization, Description, Bid Flag, Freight Terms, Promised Date, Comment, Date Last Updated, Bid #, Delivery Days, Alternate Bid, Ship Via Terms, Info Contact, Status, Discount Percent, Shipping Terms, Payment Term, and Quote Total. The 'Attachments' section lists Agency Files, Agency Forms, Vendor Files (Test price list), and Vendor Forms (Disclosure of Investment Activities in Iran). The bottom right corner shows 'Current Company: Vendor Admin Inc.' and the date/time 'March 9, 2018 2:33:21 PM EST'.

3.5.7. Submit Your Quote

- When all of your reviews and edits are complete, click on the **Submit Quote** button, shown below:

This screenshot is similar to the previous one but shows the 'Item Information' section at the bottom. It contains a table with columns: Quantity, UOM, Unit Cost, Discount %, Tax Rate, Freight, Extended Amount, No Bid, No Charge, and See Quote Attachment(s). The 'Submit Quote' button is circled in red. The bottom right corner shows 'Current Company: Vendor Admin Inc.' and the date/time 'March 9, 2018 2:33:53 PM EST'.

- After you click the **Submit Quote** button once, the following pop-up window will be displayed asking you to confirm whether or not you want to submit the Quote.
- Click **OK** to submit the Quote.



NJSTART

Promised Date	04/30/2018	Info Contact:	John Dough	Quote Total
Comment:				
Date Last Updated:	03/09/2018 02:45:04 PM	User Last Updated:	Davy Dough	
Vendor accepts the terms & conditions with no exceptions.				

Attachments

Agency Files:
Agency Forms:
Vendor Files:
Vendor Forms:

Test price list
Disclosure of Investment A

Item Information

Message from webpage
Are you sure you want to submit this quote?
OK Cancel

- After you click OK, the following screen will then appear showing that your Quote has been submitted. An auto-generated email will also be sent to the main email address in your NJSTART profile confirming that your Quote has been submitted.

NJSTART

Quote 00000502 - Jane Doe Consulting

General Items Questions Subcontractors Notes Terms & Conditions Attachments(5) **Summary** Back to Bid

Header Information

Quote #:	00000502	Bid #:	18T0000053	Status:	Submitted
Organization:	Division of Purchase and Property	Delivery Days:	0	Discount Percent:	0.0
Description:	T1234 Services Test 030918	Alternate Bid:	No	Shipping Terms:	
Bid Flag:		Ship Via Terms:		Payment Term:	
Freight Terms:		Info Contact:		Quote Total	\$1.00
Promised Date		User Last Updated:	Jane Doe		
Comment:	Vendor accepts the terms & conditions with no exceptions.				
Date Last Updated:	03/12/2018 02:19:03 PM				

Attachments



Agency Files:
Agency Forms:
Vendor Files:
Vendor Forms:

O&A
Disclosure of Investigations
Disclosure of Investigations
Disclosure of Investigations
MacBride Principles

Item Information

Print Sequence # 1.0 : (918 - 00) The Vendor (Bidder) must enter a Unit Cost of \$1.00 for each price line item on the Items Tab. The Vendor (Bidder) must submit its pricing as an attachment using the State-supplied price sheet/schedule(s) accompanying this Bid Solicitation (RFP) and located on the Attachments Tab. Please refer to Bid Solicitation (RFP) Section 4.4.5 for more information.

Current Company: Jane Doe Consulting | March 15, 2018 2:20:55 PM EST

- Keep in mind the following requirements when submitting your Quotes online using **NJSTART**:
 - Your Quote must be submitted prior to bid opening date and time;
 - You should not consider your Quote submitted until you receive email confirmation; and
 - After submitting your Quote, you should always verify that its status code has changed to "Submitted" as shown in the screen shot above.
 - If you are not ready to submit your Quote, you may hit Cancel Quote, Back to Bid, or go back to your home screen by clicking on the clock icon  to the left of your screen. If you select one of these options, please NOTE that your Quote has not been submitted.
 - All saved Quotes in progress, can be found by clicking on the "Working" tab. Go back to your home screen by clicking on the clock icon , then click on "Quotes." Then click on "Working."



- When you are ready to resume working on the Quote, click on the Quote # (see below).

NOTE: If you log out while working on a Quote and want to find it, also check the “Revision” tab.

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
00000500	Division of Purchase and Property	18IT00000533	03/16/2018 02:00:59 PM	03/09/2018 12:36:30 PM
00000504	Division of Purchase and Property	18IT00000533	03/16/2018 02:00:59 PM	03/13/2018 10:38:19 AM

- Submitted quotes appear in the “Submitted” Tab.

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
00000498	Division of Purchase and Property	18INTER00000523	03/04/2018 09:16:41 PM	03/01/2018 04:18:18 PM
00000423	Division of Purchase and Property	17TEST00000455	03/15/2017 04:37:00 PM	03/16/2017 04:39:42 PM
00000423-R1	Division of Purchase and Property	17TEST00000455	03/15/2017 04:37:00 PM	05/26/2017 09:41:46 AM

- It is the Vendor’s {Bidder’s} responsibility to read and understand the Bid Solicitation, any attachments and Bid Amendments in their entirety prior to submitting a Quote;
- Follow file upload instructions specified in the Bid Solicitation, e.g., naming convention or file size;
- If you have questions about the Bid Solicitation itself, you may submit them using the Q&A process described in Section 3.2.3 of this QRG;
- If you have questions about how to use **NJSTART** you may contact the **NJSTART** Help Desk by email at: njstart@treas.nj.gov or by phoning (609) 341-3500. Phones are staffed from Monday to Friday 8:30 a.m. to 4:30 p.m. Eastern Time. Specific questions about Bid Solicitations will not be answered by the **NJSTART** Help Desk; and
- When the State is ready to award, there may be additional forms or signatures required from you to execute the Master Blanket Purchase Order.



3.5.8. Verify that Your Quote Has Been Submitted

- Once you click on a submitted Quote, the Summary tab shows the Status as “Submitted” for the Quote (circled in red below).

Quote 00000501 - Vendor Admin Inc.

General Items Questions Subcontractors Notes Terms & Conditions Attachments(2) Summary **Back to Bid**

Quote #:	00000501	Bid #:	181T00000533
Organization:	Division of Purchase and Property	Description:	T1234 Services Test 030918
Status:	Submitted	Discount Percent:	10.0%
Delivery Days:	25	Alternate Bid:	<input type="checkbox"/>
Is "No Bid":	<input type="checkbox"/>	Freight Terms:	Freight on Board
Shipping Terms:	Best Way	Payment Terms:	Net 30
Ship Via Terms:	04/30/2018		
Promised Date (MM/DD/YYYY):			
Info Contact:	John Dough		
Comments:			
Date Last Updated:	03/09/2018 02:50:50 PM	User Last Updated:	Davy Dough

- Only when your Quote status indicates **Submitted** can you be confident that you have successfully submitted your Quote for consideration by the State.

3.6 Withdrawing and Resubmitting Your Quote

- You can withdraw a Quote any time up until the bid opening deadline date has been passed. To withdraw a Quote, return to your home screen by clicking on the clock icon, click on “Quotes,” and then click on “**Submitted.**”
- Find the Quote you want to withdraw. Click on the Quote #.
- Click on the Quote and return to the Summary tab. Scroll to the bottom of the page and click on “**Withdraw Quote**” (see below). Once a Quote has been withdrawn, it is no longer viewable by the State.

Quote #: 0000423 R1 Bid #: 17TEST00000485 Status: Submitted

Organization: Division of Purchase and Property

Description: Vendor Admin Post Opening

Bid Flag: Delivery Days: 0

Freight Terms: Alternate Bid: No

Promised Date: Ship Via Terms:

Due Date for Response: 03/27/2020 04:39:00 PM

Info Contact:

Comment:

Date Last Updated: 05/26/2017 09:41:46 AM User Last Updated: Davy Dough

Vendor accepts the terms & conditions with exceptions: Proprietary data

Bid Acknowledgements:

Document	Amendment Note	Notifications	Acknowledged Date/Time
Amendment 1	Header 1. Bid Opening Date changed from "03/17/2017 04:34:00 PM" to "03/15/2017 04:37:00 PM"	At bid acknowledgement	05/02/2017 09:57:41 AM

Attachments

Agency Files: Pricing

Agency Forms:

Vendor Files:

Vendor Forms:

Item Information


Print Sequence # 1.0 : (005 - 05) Enter \$1 (Enter Price on Attachments Tab)

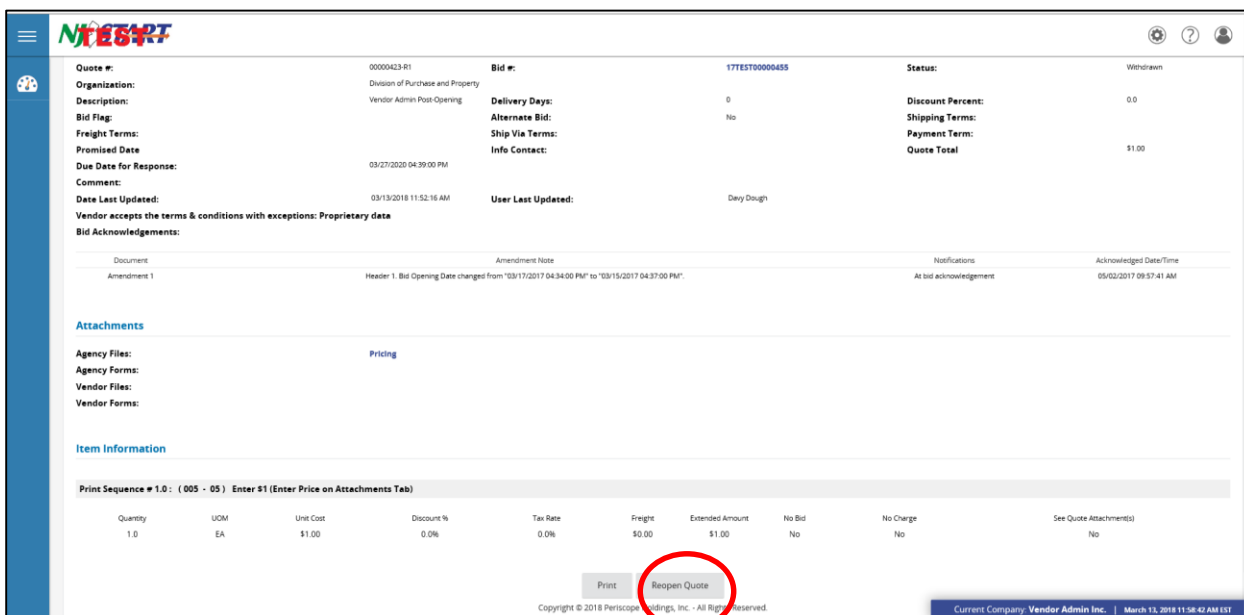
Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
1.0	EA	\$1.00	0.0%	0.0%	\$0.00	\$1.00	No	No	No

Print Withdraw Quote

Current Company: Vendor Admin Inc. | March 13, 2018 11:10:15 AM EST



- After your Quote has been withdrawn, you will not be able to make any additions or edits to the Quote until the Quote is reopened from the Summary Tab of the bid.
- To reopen a Quote, return to your home screen by clicking on the clock icon . Click on **"Quotes,"** and then click on **"Withdrawn."**
- Find the Quote you want to withdraw, click on the Quote #.
- Click on the Quote and return to the Summary tab. Scroll to the bottom of the page and click on **"Reopen Quote"** (see below). Once a Quote has been reopened, you can make any additions or edits to the Quote as necessary and can submit the Quote again just as before, as long as the bid opening date and time are still in the future. A resubmitted Quote replaces all previously withdrawn Quotes.



The screenshot displays the NJSTART interface for a quote summary. Key fields include:

- Quote #:** 0000423-R1
- Organization:** Division of Purchase and Property
- Description:** Vendor Admin Post-Opening
- Bid #:** 17TEST00000485
- Status:** Withdrawn
- Delivery Days:** 0
- Discount Percent:** 0.0
- Alternate Bid:** No
- Shipping Terms:**
- Payment Terms:**
- Quote Total:** \$1.00
- Due Date for Response:** 03/27/2020 04:39:00 PM
- Info Contact:**
- Date Last Updated:** 03/13/2018 11:52:16 AM
- User Last Updated:** Dery Dought
- Vendor accepts the terms & conditions with exceptions: Proprietary data**
- Bid Acknowledgements:**

Below the summary, there are sections for **Attachments** (Agency Files, Agency Forms, Vendor Files, Vendor Forms) and **Item Information**. The **Item Information** table shows a single item with a quantity of 1.0, unit cost of \$1.00, and a unit measure of EA. At the bottom, there are buttons for **Print** and **Reopen Quote**, with the latter being circled in red.

3.7 After you have Submitted Your Quote and The Bid Opening Date has Passed

- While the evaluation of the Quotes received is being conducted, no updates will be provided by the **NJSTART** staff, the Procurement Bureau or the Procurement Specialist. If additional information is needed by the Procurement Bureau, the Vendor {Bidder} will be contacted.
- The Notice of Intent will be forwarded to all bidders that submit quotes.
- If your company is awarded the Blanket P.O., you can find step-by-step instructions on how to manage purchase orders and invoices using the **NJSTART** QRG titled *Accessing Purchase Orders*.

All Quick Reference Guides are available at:

<http://www.nj.gov/treasury/purchase/njstart/vendor.shtml>

If you have any other questions, you may contact a State Vendor Administrator at:

NJSTART email support: njstart@treas.nj.gov

NJSTART Phone Support – (609) 341-3500; Monday to Friday 8:30 a.m. to 4:30 p.m.